



**Berlin Borough School District  
Regular Meeting of the Board of Education**

**Date:** February 21, 2019  
**Time:** 7:00 p.m. Regular Meeting  
**Location:** Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**AGENDA**

**I. PUBLIC SESSION**

**A. Meeting Called to Order**

**B. Statement of Open Meeting Compliance**

The *New Jersey Open Public Meetings Act* was enacted to ensure the right of the public to have advance notice of and to attend the meeting of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Berlin Borough Board of Education has caused notice of this meeting to be published by having the date, time, and place published in the Courier-Post and posted in the Berlin Community School, the Berlin Community School Website, ([www.bcsberlin.org](http://www.bcsberlin.org)), and Borough Hall.

**C. Flag Salute**

**D. Roll Call**

***Anyone who wishes to speak during the public comment portion of the meeting is reminded to sign in at the podium at this time. The sign in sheet will be collected at the end of the finance portion of the meeting.***

**E. Student Recognition**

*A Student of the Month is an active listener and member of the community who continually strives for personal excellence and respects all staff, students, and community members by supporting the Six Pillars of Character. Students of the Month contribute to an overall positive school environment. Grade level teachers work together to nominate just one student from grades five through eight each month throughout the academic school year. Those selected as Student of the Month serve as role models to their peers and should be extremely proud of their efforts and recognition!*

- |    |                        |                 |  |
|----|------------------------|-----------------|--|
| 1. | Students of the month: | <b>December</b> | Grade 5: Ava Chin<br>Grade 6: Melany Mosier<br>Grade 7: Elijah Kelly<br>Grade 8: Jose Hernandez            |
|    |                        | <b>January</b>  | Grade 5: Emma Angelone<br>Grade 6: Rylee Dodge<br>Grade 7: Brynn Fitzpatrick<br>Grade 8: Emmalee Duckworth |
|    | Superintendent's Award | <b>December</b> | Grade 8: Jady Brown  |

2. **Student Report** – Tanya Garneau, Secretary



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**II. NONPUBLIC EXECUTIVE SESSION**

**(Call Vote)**

In accordance with the NJ Open Public Meetings Act, the Berlin Borough School District desires to discuss certain matters in closed session described in the aforementioned law, pertaining to student matters. The Berlin Borough School District Board of Education will disclose the discussion topic of the closed session at a public meeting as soon as possible. The Berlin Borough School District shall now enter a closed session for an approximate time limit of 30 minutes.

WHEREAS; Matters pertaining to sensitive personnel issues, negotiations, student discipline issues and litigation are proper topics for closed sessions under the Public Meetings Act, therefore, be it

RESOLVED: to hold a Closed Meeting of the Berlin Borough Board of Education for said purposes pertaining to personnel issues

BE IT FURTHER RESOLVED; to make available the results of the Closed Meeting in the minutes of this meeting or in subsequent actions of the Board.

**III. RETURN TO PUBLIC SESSION**

**F. Presentations**

**G. Approval of Minutes**

**(Roll Call)**

1. January 3, 2019 Meeting Minutes
2. January 3, 2019 Executive Session Minutes
3. February 4, 2019 Meeting Minutes
4. February 4, 2019 Executive Session Minutes

**H. Correspondence**

1. Reinstatement
2. Reinstatement
3. Maternity

**I. Facilities**

**(FYI)**

1. [Business Administrator's Report](#): Cande Kristoff
  
2. Drills:

Fire Drill	December 13, 2019	10:28 am
Lockdown	December 13, 2019	12:45 pm
Fire Drill	January 8, 2019	1:40 pm
Lockdown	January 28, 2019	1:50 pm

**J. Finance: Cande Kristoff**

**(Roll Call)**

1. [Reconciliation Report](#). Ratify and affirm the following Reconciliation Reports:  
[October 2018 - Revised](#)  
[November 2018](#)  
[December 2018](#)
2. [Report of the Board Secretary](#). Ratify and affirm the following Board Secretary Reports:



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- October 2018 - Revised
November 2018
December 2018

3. Monthly Budgetary Certification.

Motion to approve monthly budgetary certification.

a. Certification of Board Secretary

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of December 31, 2018, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Berlin Borough Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23A-16.10(a) 1. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month(s) of December 31, 2018. The Reconciliation Report and Secretary's Report are in agreement for the month of: December 31, 2018.

b. Certification of Board of Education

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of December 31, 2018, and after review of the Secretary's Monthly Financial Report and the Monthly Reconciliation Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

c. In accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that anticipated revenue has changed for the month ending December 31, 2018 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers. Motion to approve the following transfers:

- November 2018
December 2018

5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending:

- December 2018

6. Approval of Bills. Recommend bills to be paid as of: February 21, 2019 \$918,425.01

7. Student Activity Report. Motion to approve the following Student Activity Reports:

- November 2018
December 2018

8. Donations:

Table with 3 columns: Donation, Group Offering, Amount/Value. Rows include Grade 5-Flexible Seating/Leveled Books (\$1,000), 6 Students-Gift Certificates for Senior Citizen Readers (\$75), 20 Students-Baseball Championship Hoodies (\$500), Grade 3 & 5-Flash! Bang! Science Assembly (\$840).

9. Interactive Kids. Motion to approve contract for behavior and education consultation and ABA therapist services for the 2018-2019 school year as needed. Consultation hours not exceed \$15,000



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10. Gloucester County Special Services School District. Motion to approve 2018-2019 contract for Participation in Cooperative Transportation Services Quotes \$223.25 per day
11. Quality Service Inc. Motion to approve water treatment of the two hot water heating systems in \$99 per month for the remainder of the 2018-2019 year
12. SEMI Waiver. Motion to approve Resolution #1, 2-19; Waiver of Special Education Medicare Initiative.
13. Banking Signatures . Motion to approve Resolution #2, 2-19 Corporate Certification-Banking Signatures  
Cande Kristoff - School Business Administrator  
Kristen Martello - Superintendent of Schools  
Jocelyn Lewis - Board President
14. Grant Funded Positions. Motion to approve the following 2018-2019 grant funded positions:  
Title I Teacher - Sonya Francisco 68% Grant Funds \$40,626.60 32% Budget \$19,118.40 - 100%  
Title I Reading - Sara Snuffin 40% \$37,620 Grant Funds \$21,286.40 30% Budget \$16,333.60 - 70%  
IDEA Classroom Aide - Linda Jurski 45% Grant Funds \$8,757 55% Budget \$10,571.40 - 100%
15. Special Education Extraordinary Aid. Motion to approve the 2017-18 Special Education Extraordinary Aid for Appropriation into the 2018-2019 Budget Out of District Tuition in the amount of \$27,329.

**\*\*The Sign-In sheet for participation in the public comment portion of the meeting will be collected now.\*\***

**IV. SUPERINTENDENT'S OFFICE: Dr. Kristen Martello**

**A. For Your Information**

**(FYI)**

1. Camden County 8th Grade Dialogue & Reception: 3/13/19
2. Kindergarten Registration
3. STEAM Tank Competition

**B. Program Reports**

1. Principal's Report: Dr. Ward Richards
2. Special Education Report: Mrs. Lindsay
3. Instruction, Achievement & Student Activities Report: Mrs. Steinen
4. Health Office Report: Mrs. Shallow; December 2018, January 2019
5. NutriServe Food Service Update: December 2018, January 2019

**C. Superintendent's Monthly Report**

**(Roll Call)**

**D. Policy**

**(Roll Call)**

1. First Reading.  
P2422 Health and Physical Education (M)  
P2610 Educational Program Evaluation (M)  
P4219 Commercial Driver's License Controlled Substance and Alcohol Use  
P7440 School District Security (M)  
R7440 School District Security (M)  
P8561 Procurement Procedures for School Nutrition Programs (M)



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**Policy Second Reading/Public Hearing**

**(Roll Call)**

2. Second Reading/Public Hearing.

- [P2412](#) Home Instruction Due to Health Condition (M)
- [P2417](#) Student Intervention and Referral Services (M)
- [P2423](#) Bilingual and ESL Education (M)
- [P1230](#) Superintendents Duties (M)

**E. Administration**

**(Roll Call)**

1. Motion to approve the 2018-2019 Nursing Service Plan.
2. Motion to approve the 2019-2020 District Calendar.
3. Motion to approve the 2019-2020 School Board Meeting Dates.
4. Motion to approve the 2019 MOA.
5. Motion to approve the PARCC Assessment Procedures.
6. Motion to approve the 2019 Boys Baseball schedule.
7. Motion to approve E-Recycling week proposal.
8. Motion to approve Student Affiliation Renewal Agreement for Student Interns.
9. Motion to approve 2019 Future Ready Resolution.
10. Motion to approve BCS National Junior Honor Society Bylaws.

**F. Personnel**

**(Roll Call)**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Contract. Motion to approve the contract for Assistant Principal as attached.

**G. Public Participation – All Issues**

**(Call Vote)**

This meeting will now be open to the public. If your questions or comments pertain to litigation, students, personnel, or negotiations, we would ask that you establish a time to meet with the Superintendent after the meeting since the board will not discuss these items in public.

Complaints stated or actions requested by the public will be taken under advisement by the Board and referred to the Superintendent for investigation, discussion, action, or disposition at a later date or time. Please keep in mind that the public comment session is an opportunity for you to share your opinions and remarks with the Board, and it is not a question and answer session.

Please be aware that all district employees retain the right of privacy. Please also be reminded that any individuals who may be the subject of public comments, including district employees, shall retain all rights against defamation and slander according to the laws of New Jersey. The Board will not be held liable for comments made by members of the public.

Any person wishing to participate in the public Board meeting must register prior to the conclusion of the finance section of the meeting and will be recognized by the presiding officer when it is their time to speak. Please state your name and address for the record. Comments will be limited to 3 minutes per person. All statements shall be directed to the presiding officer; no participant may address or question Board members individually. If personal or discourteous statements are made, the presiding officer may require the speaker to stop; the presiding officer reserves the right to request a recess. The total comment period will be 30 minutes unless extended by a vote of the majority of the Board members present at the meeting.



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**V. NONPUBLIC EXECUTIVE SESSION**

**(Call Vote)**

In accordance with the NJ Open Public Meetings Act, the Berlin Borough School District desires to discuss certain matters in closed session described in the aforementioned law, pertaining to student matters. The Berlin Borough School District Board of Education will disclose the discussion topic of the closed session at a public meeting as soon as possible. The Berlin Borough School District shall now enter a closed session for an approximate time limit of 45 minutes.

WHEREAS; Matters pertaining to sensitive personnel issues, negotiations, student discipline issues and litigation are proper topics for closed sessions under the Public Meetings Act, therefore, be it

RESOLVED: to hold a Closed Meeting of the Berlin Borough Board of Education for said purposes pertaining to superintendent search

BE IT FURTHER RESOLVED; to make available the results of the Closed Meeting in the minutes of this meeting or in subsequent actions of the Board.

BERLIN BOROUGH BOARD OF EDUCATION

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Secretary

**VI. RETURN TO PUBLIC SESSION**

**(Call Vote)**

**VII. NEW BUSINESS**

1. Meet Our Board Members: Website Information

**VIII. OLD BUSINESS**

**IX. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: March 21, 2019  
Time: 7:00 pm  
Location: Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009